

Personnel

Payroll Regulations

**Authorized Leave
With Pay**

POLICY:

- .01 An authorized leave of absence with pay may be granted to exempt employees who are required to work an unusual amount of time because of unusual circumstances. Such leave is not to be used to compensate an employee for extra work on an hour-for-hour basis, nor is it to be used to grant compensation time to exempt employees for official travel on weekends.

**APPROVALS AND
PROCEDURES:**

- .02 Up to 5 days of such leave in a calendar month maybe be approved by the Division Director. No explanation is required on the time and effort report for 1 to 3 days; however, the Division Director must sign the time and effort report showing authorized leave or provide an approval memorandum to the requesting manager.
- .03 For 4 to 5 days in a calendar month & the Division Director must provide an approval memorandum to the requesting manager. The memorandum must be attached to the time and effort report retained by the group. &•

RECORDING ABSENCE:

- .04 Record as "AL" on the time and effort report.